



DEPARTMENT OF THE ARMY
HEADQUARTERS, 80TH AREA SUPPORT GROUP (NSSG)
Unit 21419
APO AE 09708

REPLY TO
ATTENTION OF

AERSH-AG (690)

80th ASG (NSSG) Policy # 022-01

NOV 16 2001

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Employee of the Quarter/Year Recognition for Civilian Employees

1. The Employee of the Quarter Award is an award provided in recognition for special efforts significantly above and beyond those, which are normally expected of an employee.
2. All nomination requests for both U.S. and Host Nation employees will be reviewed and voted upon electronically by the 80th ASG (NSSG) Incentive Awards Committee. The Deputy to the Commander votes only in the case of a tie. All monetary awards, which are approved, will require appropriate fund citation. PERSACTION will be initiated by the winning employee's section.
3. The Incentive Awards Committee is as follows (or their designated person):
 - a. Director of Community Activities (DCA).
 - b. Director of Public Works (DPW).
 - c. Director of Logistics (DOL).
 - d. Director of S2/S3.
 - e. Director of Resource Management (DRM).
 - f. Provost Marshal (PM).
 - g. Director of Information Management (DOIM).
 - h. Special Staff will be headed by Public Affairs Office (PAO).
 - i. Civilian Personnel Advisory Center (CPAC).
 - j. Manager of Army and Air Force Exchange Service (AAFES).
 - k. Manager of Defense Commissary Agency (DeCA).
 - l. Deputy to the Commander (tie-breaker vote).
 - m. Equal Employment Office (EEO) (non-voting member).

SUBJECT: Employee of the Quarter/Year Recognition for Civilian Employees

- n. Adjutant (Incentive Awards Administrator/non-voting member).
- 4. As with all awards, should the recipient depart the 80th ASG (NSSG) before receiving the cash award, the payment will be forwarded. The employee, however, will automatically lose the chance of competing for the Employee of the year upon departure from this command.
- 5. The Adjutant will electronically mail deadlines and criteria to the IAC members.
- 6. The proponent office of this policy is the Adjutant. Users are invited to send comments and suggested improvements directly to the Adjutant Division, Unit 21419, ATTN: AERSH-AG, APO AE 09708 or telephonically at DSN 361-5154.



TIMOTHY J. QUINN
COL, MI
Commanding

DISTRIBUTION:

X